

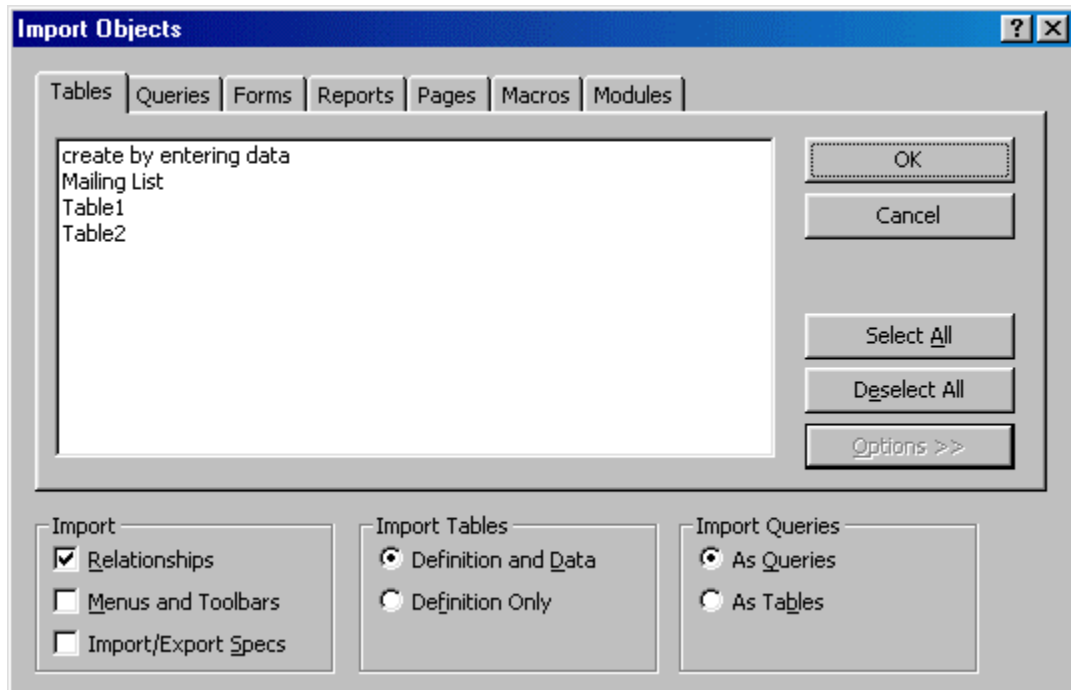
LECTURE-XXV

1. Importing, Exporting, Linking

Importing

Importing objects from another database will create a complete copy of a table, query, or any other database object that you select. Import a database object by following these steps:

- Open the destination database.
- Select **File|Get External|Import** from the menu bar.
- Choose the database the object is located in a click the **Import** button.
- From the **Import Objects** window, click on the object tabs to find the object you want to import into the database. Click the **Options >>** button to view more options. Under **Import Tables**, select "Definition and Data" if the entire table should be copied or "Definition Only" if the table structure should be copied but not the data. Under **Import Queries**, select "As Tables" if the queries should appear as regular tables in the destination database. Highlight the object name, and click **OK**.



- The new object will now appear with the existing objects in the database.

Exporting

The effect of importing can also be achieved using the opposite method of exporting.

- Open the database containing an object that will be copied (exported) to another database.
- Find the object in the Database Window and highlight it. Then, select **File|Export...** from the menu bar.
- Select the destination database from the window and click **Save**.
- You will be prompted to name the new object and may also be given other options, such as whether to copy the structure or data and structure of a table. Click **OK** to complete the export procedure.

Linking

Unlike importing, linking objects from another database will create a link to an object in another database while not copying the table to the current database. Create a link by following these steps:

- Open the destination database.
- Select **File|Get External|Link Tables...** from the menu bar.
- Choose the database that the table is located in and click the **Link** button.
- A window listing the tables in the database will then appear. Highlight the table or tables that should be linked and click **OK**. A link to the table will appear in the Database Window as a small table icon preceded by a small right arrow.